



# BETTER TOGETHER

CONFERENCE FOR NONPROFITS

Reporting in *The Financial Edge*

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# Agenda

- ◆ Visual Chart Organizer vs. Reports
- ◆ Why Use the Visual Chart Organizer
- ◆ The Design Process
- ◆ Popular Report Features
- ◆ Advanced Reporting Concepts

# VCO vs. Reports

## ◆ VCO

- Determines the accounts to include in financial statements
- Helps the user define the rows and roll-up of the report
- Creates a mapping of how accounts will appear in reports  
(determines the order and format – i.e. **the line items**)

## ◆ Reports

- Defines the type of statement
- Determines the accounts and other criteria to include in financial statements
- Helps the user define the columns, dates and other options

# VCO vs. Reports

## Income Statement

	Actual This Period		Period-to-Date Budget This Period		Variance This Period		Actual Year-to-Date		Year-to-Date Budget Year-to-Date		Variance Year-to-Date	
<b>REVENUES</b>												
Contribution Revenue	0.00	102,833.32	102,833.32	102,833.32	0.00	840,400.00	411,333.27	(429,066.73)				
Pledges Received	0.00	91,833.33	91,833.33	91,833.33	0.00	367,333.31	367,333.31	367,333.31				
Grant Revenue	0.00	167,666.66	167,666.66	167,666.66	0.00	10,000.00	670,666.63	660,666.63				
Operating Revenue	2,325.00	2,603.17	2,781.17	2,781.17	0.00	15,849.00	18,954.51	1,412.68				
Investment Revenue	0.00	0.00	0.00	0.00	0.00	1,000.00	2,666.64	3,105.51				
Miscellaneous Revenue	0.00	666.66	666.66	666.66	0.00	1,481,367.04	1,481,367.04	1,666.64				
<b>TOTAL REVENUES</b>	<b>2,325.00</b>	<b>365,603.14</b>	<b>365,278.14</b>	<b>365,278.14</b>	<b>876,249.00</b>	<b>1,481,367.04</b>	<b>605,118.04</b>					
<b>EXPENSES</b>												
Payroll Expenses	0.00	114,668.08	114,668.08	114,668.08	0.00	445,000.95	299,773.32	299,773.32				
Office Expenses	0.00	5,487.25	5,487.25	5,487.25	0.00	21,832.13	11,423.13	11,423.13				
Marketing Expenses	0.00	3,583.46	3,583.46	3,583.46	0.00	17,955.95	17,955.95	17,955.95				
Travel Expenses	395.09	4,271.51	3,876.42	3,876.42	790.18	17,086.00	16,295.82	16,295.82				
Operational Expenses	10,807.75	12,971.75	2,164.00	2,164.00	32,263.25	51,163.97	18,900.72	18,900.72				
Investment Expenses	0.00	4,763.82	4,763.82	4,763.82	908.00	21,480.42	20,572.42	20,572.42				
Other Expenses	0.00	6,220.19	6,220.19	6,220.19	0.00	24,880.55	24,880.55	24,880.55				
<b>TOTAL EXPENSES</b>	<b>11,202.84</b>	<b>151,966.06</b>	<b>140,763.22</b>	<b>140,763.22</b>	<b>189,298.06</b>	<b>599,099.97</b>	<b>409,801.91</b>					
<b>GIFTS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
<b>TRANSFERS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
<b>REALIZED GAINS/LOSSES</b>												
Realized Gains	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Realized Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
<b>Total REALIZED GAINS/LOSSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>BEGINNING FUND BALANCE</b>	11,913,224.10	0.00	(11,913,224.10)	11,224,658.16	0.00	(11,224,658.16)						
<b>NET SURPLUS/(DEFICIT)</b>	(8,877.84)	0.00	8,877.84	686,950.94	0.00	(686,950.94)						
<b>ENDING FUND BALANCE</b>	11,904,346.26	0.00	(11,904,346.26)	11,911,609.10	0.00	(11,911,609.10)						

Report Settings

VCO Settings

# Why Use the Visual Chart Organizer

- ◆ Reporting requirements vary within the not-for-profit sector and even within organizations in the same sector
- ◆ Utilizing VCO may reduce moving information over to other programs such as Excel or Access
- ◆ Chart of Accounts does not need to be set up with reporting in mind
- ◆ Ease of use


# The Design Process – Who, What, How?

- ◆ Who are we reporting to?
  - Board/Senior Management/Department Heads
  - Grantors/Donors/Auditors
  
- ◆ What information is required?
  - Balance Sheet/Income Statement/Other
  - Detailed/Summarized/Both
  
- ◆ How is the information delivered?
  - Via the web
  - Via e-mail
  - Hard copy

# The Design Process

- ◆ Start With the End in Mind
  - What types of templates will you create?
  - Will you predominantly use the default template?
  - Will you use the same template for Income Statements as you do for Balance Sheets?
  - Are there special regulatory reports you need to create?
  - Does your Board need a different report format?
  - Departmental reports or shared information?
  - What about donors and/or funding sources?

# The Design Process - Setup

- ◆ Define a chart template
- ◆ Examine account categories
  - Determined by account code ranges defined in Configuration
- ◆ Determine leveling and how it can benefit you
  - Organizes and changes the number of accounts shown on reports
- ◆ Review the Chart Validation Report 
  - Lists any missing or duplicate accounts for a chart template



# The Design Process

- ◆ Recreate the Default Chart Template
- ◆ Represent each account code category
- ◆ Identify methods for creating VCOs
  - Skeleton “framing” method vs. “Zig-zag” method
  - Highlight headers and totals on hard copy examples while creating to make them stand out
- ◆ Netting results
- ◆ Do you need a dummy row?

# The Design Process - Account Categories

Use this Category	Category	From Code	To Code
<input checked="" type="checkbox"/>	Asset	1000	1999
<input checked="" type="checkbox"/>	Liability	2000	2999
<input checked="" type="checkbox"/>	Net Assets	3000	3999
<input checked="" type="checkbox"/>	Revenue	4000	4999
<input checked="" type="checkbox"/>	Expense	5000	5999
<input checked="" type="checkbox"/>	Gift	6000	6999
<input checked="" type="checkbox"/>	Transfer	7000	7999
<input checked="" type="checkbox"/>	Gain	8000	8199
<input checked="" type="checkbox"/>	Loss	8200	8299

Balance Sheet	Income Statement
Asset	Revenue
Liability	Expense
Fund Balance	* Gift
	* Transfer
	* Gain
	* Loss



Defined in the Account Setup section of Configuration.

\* These are optional categories that are not used by all organizations.

# The Design Process - Leveling

- ◆ Organizes accounts
- ◆ Reduces or increases the number of accounts shown at once.
- ◆ Reports run by levels to determine detail

Open Account Sort by: Design View order Display level 1 2 3 4 5 6 7 8 9 10

Account	Description	Category
<b>Assets</b>		<b>Asset</b>
Current Assets		Asset
Total Current Assets		Asset
Other Assets		Asset
Total Other Assets		Asset
<b>Total Assets</b>		<b>Asset</b>
<b>Liabilities</b>		<b>Liability</b>

Open Account Sort by: Design View order Display level 1 2 3 4 5 6 7 8 9 10

Account	Description	Category
<b>Assets</b>		<b>Asset</b>
Current Assets		Asset
Cash & Cash Equivalents		Asset
01-1000-00	Operating Cash Accou-Default	Asset
01-1030-00	Payroll Cash Accoun-Default	Asset
01-1040-00	Student Billing Cash-Default	Asset
01-1050-00	Petty Cash-Default	Asset
01-1100-00	Savings-Default	Asset
01-1150-00	Payroll Account-Default	Asset
01-1199-00	Accounts Receivable-Default	Asset
02-1000-00	Operating Cash Accou-Default	Asset
02-1050-00	Petty Cash-Default	Asset

# The Design Process – Advanced Filters

- ◆ Group accounts by:
  - Fund
  - Account code
  - Additional segments
  - Account queries
  - Account attributes
  - Projects
  - Project Attributes
  - Transaction Codes

Note: The option to use Advanced Filters must be checked in General Ledger Business Rules!

# The Design Process – Query



Export



Reports



Visual Chart Organizer



Query

Use Queries in



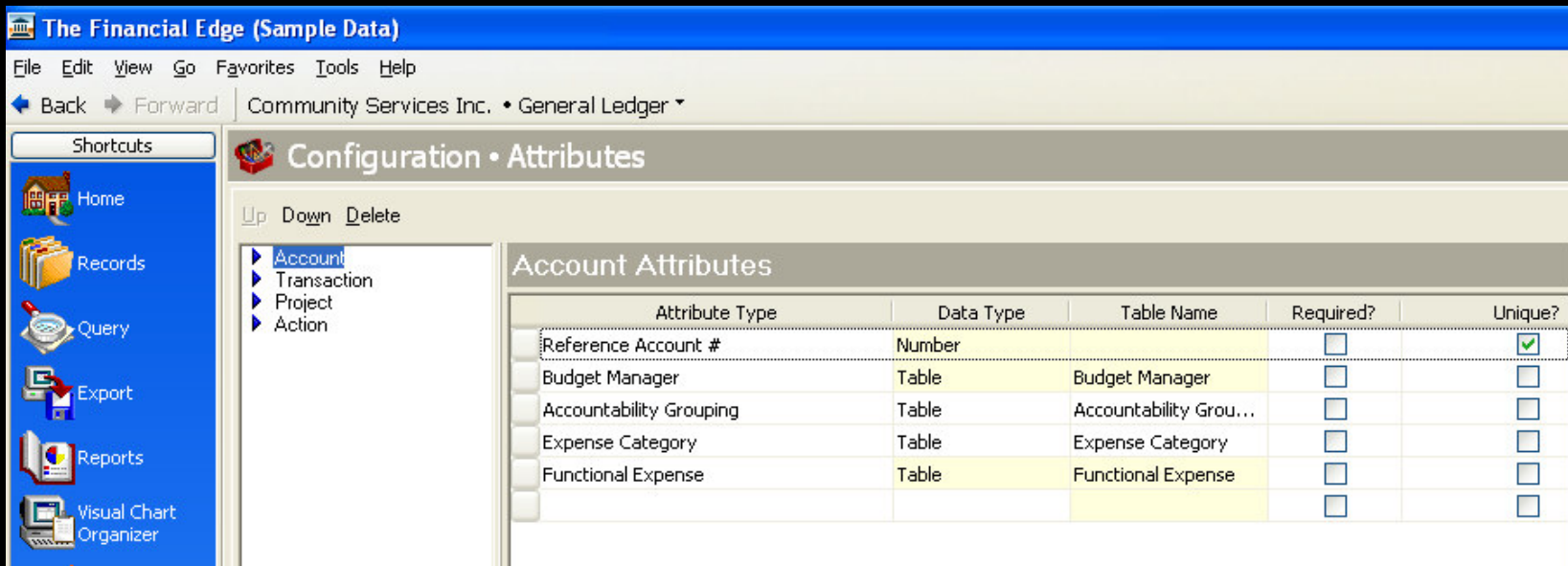
Crystal Reports



Search

# The Design Process – Attributes

- ◆ Characteristics
- ◆ Flag accounts for grouping
- ◆ Report filters and summarization
- ◆ Group accounts for detail sections of VCO



The screenshot shows the 'Configuration - Attributes' window in 'The Financial Edge (Sample Data)'. The window title is 'Community Services Inc. • General Ledger'. The left sidebar contains a 'Shortcuts' menu with options: Home, Records, Query, Export, Reports, and Visual Chart Organizer. The main area is titled 'Account Attributes' and contains a table with the following data:

Attribute Type	Data Type	Table Name	Required?	Unique?
Reference Account #	Number		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Manager	Table	Budget Manager	<input type="checkbox"/>	<input type="checkbox"/>
Accountability Grouping	Table	Accountability Grou...	<input type="checkbox"/>	<input type="checkbox"/>
Expense Category	Table	Expense Category	<input type="checkbox"/>	<input type="checkbox"/>
Functional Expense	Table	Functional Expense	<input type="checkbox"/>	<input type="checkbox"/>

# Popular Report Features

- ◆ Printing a separate statement for each... department, project, etc.
- ◆ Shift + Enter, Ctrl + Enter to add a line break in a report column header
- ◆ Repeat Columns, Repeat Dates Only
- ◆ Hiding columns - get rid of detail not needed, use as a formula for another column
- ◆ Using different budget scenarios

# Popular Report Features

## ◆ Other Tips

- Column Definition Type
  - Amount vs. Description
- Account Description Column Width
  - 2.5 inches may be too much
- Queue
  - Time when reports will be delivered and the delivery format

*Note: Queue is an optional module in The Financial Edge*



# Advanced Reporting Concepts

- ◆ Pivot Reports
  - MS Excel Pivot Report functionality exists within The Financial Edge, just use your favorite query
- ◆ Harnessing the power of MS Excel
  - The Financial Edge allows users to read directly from the database tables
- ◆ Data-warehousing / Business Intelligence
  - MS SQL Server 2005 and higher has advanced reporting tools already built in
- ◆ F9 Reporting

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# Questions?

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